Components of the School ILP Administration Tool

The School ILP Administration Tool (SIAT) helps teachers, counselors, and administrators implement and manage the ILP system at their school. Depending on your level of access, you can view students' ILPs, retrieve their access information, monitor individual students' ILP Completion Status, customize the application to meet your school's needs, and access a wide variety of reporting options. Log in to the SIAT here:

www.careercruising.com/ILPSchool

ACCESS LEVELS

Each staff member using the system must have their own personal SIAT account. Four security levels ensure that users have access to the tools and information they need and that students' personal information is protected:

ILP Administrator access is designed for the individuals who are primarily responsible for managing the ILP process at their school and for setting up the system. ILP Administrators have access to all the tools, features, and information available in the SIAT.

School Administrator/Counselor access is designed for users who need access to both detailed student information and aggregate data. They have access to almost all the functions and features available in the SIAT. School Administrators/Counselors can view students' ILPs, retrieve ILP usernames and passwords for all students, create new SIAT access accounts, manage advisor assignments, and view aggregate reports.

Advisor/Teacher access is designed to provide users with access to the tools and features they need to effectively manage the ILP process for the students who have been assigned to them. They can view secure information for those students; however, they cannot access personal information for other students at the school.

Other Staff access level is designed for staff members who may need access to information about only a small group of students, but who do not need to view detailed information about other students.

ADVISOR HOMEPAGE

This is the central point for accessing all the features and functions of the School ILP Administration Tool.

STUDENT LIST

The Student List is the critical access point for individual student information.

On the Advisor Homepage, click on the **View Student List** link in the **All Students** section to see a complete list of the students at your school. You can also click on the **View Student List** link in the **My Students** section to view the list of students who have been assigned to you.

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The Student List displays students' names, ILP username and password, and grade level. You can also monitor students' ILP Completion Status at a glance.

Student List Options

Export the Student List – You can export the information in the Student List in either Excel or text format, including students' names, grades, usernames, passwords, and completion status.

STUDENT LIST OPTIONS

The View / Action dropdown menu provides access to a number of features:

- **View ILP** – View a printer-friendly version of students' ILPs.

- **View Resume** – View students' resumes as they have formatted them.

- **Add Assessment** – Enter results from the ACT, Explore, Plan, SAT, and PSAT standardized tests to students' ILPs. The entries cannot be edited by students.

- **Advisement Log** – Maintain a log of advisement activities for each student to track his or her advisement program over time.

- **Alternative Completion** – Use this feature to record details about alternative completion options for students for whom completing a traditional ILP is unsuitable.

- **Annual Review** – This section records the annual ILP review meeting. Both students and advisors can record their comments independently. Only the advisor can designate the review status as complete. An Annual Review is included in the ILP Completion Standards for each grade.

- **Completion Status** – Track students' ILP Completion Status at a glance and access detailed individual completion report.

- **Intervention Plans** – Create and manage individual student intervention plans.

- **Invite Others Access** – Students can invite other individuals to view selected sections of their ILP. This feature can be used to share their ILP with college admissions officers, organizations offering scholarships, or potential employers. This feature will only be available to students in 9th to 12th grade, and parents may choose to have this feature disabled for their child.

- **Login History** – The Login History feature allows you to see when and how often a student has logged into his or her ILP.

- **Parent Access** – View and create access accounts for the Parent/Guardian ILP tool to enable parents to view and reflect on their child's ILP.

- **Parent Comments** – Track parents' comments on their child's ILP.

- **Parent Review** – Monitor the status and record verification of the Parent/Guardian ILP Review.

- **Send Message** – Send messages to individual students through their ILPs. If students have entered a personal email address, they will also receive an email copy of the message.

- **View My Journal** – View students' My Journal entries to track their thoughts and progress on their career planning activities.

SEARCH FOR STUDENTS

Use the **Search for Students** button to search for individual students, or a group of students, based on a variety of criteria, including name, grade, username, advisor, or student group. The search results list can be exported in either Excel or text format.

SEND MESSAGES

The **Send Message** link on the Advisor Homepage allows you to send messages to groups of students based on grade, gender, advisor assignments, or student group. When students log into their ILPs, the messages you send will appear in the Inbox on their ILP Homepage. If students have added a personal email address to their profiles, they will also receive a copy of the message at that account. Use the **Manage Messages** link to review or delete messages you have sent.

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ADVISOR ADMINISTRATION

The Advisor Administration section allows you to view a list of all advisors and see the students assigned to them. Users with ILP Administrator and School Administrator/Counselor access can also create new accounts and modify account information for users at their school.

MANAGE ADVISOR ASSIGNMENTS

Student assignments allow teachers and advisors quick access to their students' data. Students can be assigned to advisors and teachers through the Student List, the Search For Students and Mass Print features, and throughout the reporting sections.

Users with ILP Administrator or School Administrator/Counselor access can modify and approve advisor assignments for all students and all users.

Users with Advisor/Teacher or Other Staff access can request that students be assigned to them and can remove students from their list. However, assignments must be approved before they can access students' personal information, including their ILP usernames and passwords.

INVITE OTHERS: ADD/EDIT SPECIAL CONTACTS

Students can invite people to view selected portions of their ILP. The **Invite Others: Add/Edit Special Contacts** feature allows you to pre-enter contacts to make it easier for students to send invitations to common recipients, such as colleges or organizations offering co-op placements.

MANAGE STUDENT GROUPS

You can organize students into groups to allow you to send targeted messages, add links and files to ILP homepages, manage group advisement log entries, assign activities to students, and search for students by criteria other than grade, gender, and assigned advisor.

Groups must be managed manually. To create a group, click on the **Manage Student Groups** link on the Advisor Homepage.

MANAGE ADVISEMENT LOGS

The Manage Advisement Logs feature allows you to search for, view, and manage advisement log entries for students at your school. Click on the **Manage Advisement Logs** link on the Advisor Homepage and search for students by grade, username, first or last name, advisor, and/or student group.

MANAGE GROUP ENTRIES

The Group Advisement Log Entries feature allows you to add new log entries for multiple students at the same time. To view Group Advisement Log entries, and add new entries, click on the **Manage Group Entries** link on the Advisor Homepage.

SCHOOL-WIDE INTERVENTION PLANS

The School-Wide Intervention Plans feature allows administrators to develop and deliver information about Intervention Plans designed to address the learning needs of specific grades or the whole school. Click on the **School-Wide Intervention Plans** link on the Advisor Homepage to view a log of the Intervention Plans that have been or are currently being implemented at your school, including information on the reason for intervention and the status of the Intervention Plans.

ILP HOMEPAGE FILES AND LINKS

You can upload files, such as student handbooks, permission forms, and other electronic documents, to the Important Documents section of the ILP Homepage, which students can then open or download. Click on the **Add New File** link to upload documents that will appear on students' ILP Homepages.

You can also add links to related online career, education, and community resources to the Suggested Links section of the ILP Homepage. Click on **Add New Link** to add a link.

MANAGE PARENT ACCOUNTS

The Manage Parent Accounts section is designed to help schools implement the Parent/Guardian ILP tool.

Parent/Guardian ILP Access Information – This section lists all of the parent/guardian accounts for students at your school. Parent/guardian records from the state Student Information System are regularly imported into the ILP system. Schools can create up to two additional parent/guardian accounts for each student.

Parent/Guardian Options Student List – This section lists all students at your school with quick reference columns for the number of parent accounts, number of submitted Parent/Guardian ILP Reviews, and number of parent/guardian comments.

From the Parent/Guardian Options Student List advisors can access the related functions that are available from the main Student List: Parent Access, Parent Comments, and Parent Review.

Parent/Guardian Comment Log – This section lists all the comments entered by parents and guardians individually. The comments are initially sorted by date, allowing advisors to view the latest comments. Clicking on the **View** link in the column on the right displays the full text of the comment.

Parent/Guardian ILP Reviews – This section tracks the status of the Parent/Guardian ILP Reviews. Advisors can track which students have completed parent reviews and which of those reviews have or have not been verified.

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MANAGE ABILITY PROFILER

The Manage Ability Profiler feature lets you view and edit test schedules, view summary statistics on who has and has not completed the Ability Profiler at your school, and access materials for administering the test to students with special needs.

You'll also find a link to the Ability Profiler Administration Manual with comprehensive information on the features of the Ability Profiler, instructions on how to schedule and administer the assessment, and information on how to help students interpret their results.

ASSIGNMENTS & ACTIVITIES

This feature allows you to specify and manage assignments and activities that students should complete and upload to their ILPs. Click on the **Assignments & Activities** button from the menu on the left to view, add, edit, or delete activities for your students, see which students have or have not upload files related to an assignment, and view students' uploaded documents.

Assignments & Activities

To view a list of Career Cruising's classroom and ILP activities, go to the Helpful Documents section of the School ILP Administration Tool.

ILP OPTIONS

Student Links on ILP Homepage – This feature allows you to activate or deactivate a function on the Student ILP Homepage that allows students to add links to career, education, and other resources that are of interest to them.

Show Assigned Advisor Email – With this feature, you can choose whether or not advisors' email addresses appear in students' Advisement Logs.

Signature Lines in the Printer-Friendly ILP – This option allows you to activate or deactivate signature lines for students, parents or guardians, and advisors in printer-friendly versions of students' ILPs.

ILP Sections to Include – This section allows you to determine which sections of the ILP appear for students in each grade level. Please note that ILP components that are included in the ILP Completion Standards cannot be deactivated for grades in which they are required.

Resume Builder Sections to Include - This section allows you to determine which sections of the Resume Builder appear for students in each grade level.

ASSESSMENT OPTIONS

Level of Education Question – You can determine whether or not students can select the level of education they intend to complete before proceeding with the Career Matchmaker assessment. Including this question can help refine students' results by targeting educationally appropriate careers.

Other Assessments to Include – You can specify which additional assessments students should enter their results for. These assessments will then be listed in the Other Assessment Results section of the Student ILP.

COURSE OF STUDY OPTIONS

The Course of Study component of the ILP allows students to select the courses they have taken, are taking now, or plan to take in the future.

To enable the Course of Study component for students at your school you must complete the four step activation process. This allows schools to link their specific course offerings to the Kentucky Department of Education's Common Course Codes, while at the same time allowing staff and students to use terminology they are familiar with at their school.

Please see the Activating the Course of Study document in the Helpful Documents section, or the Online Help section for more information.

GRADUATION REQUIREMENTS

The Course of Study component enables students to view graduation requirements as they plan their course selections.

The Graduation Requirements feature allows schools to customize the requirements beyond the state-mandated minimums. Multiple diploma options can be implemented for students to view all available graduation plans.

Custom Graduation Requirements

ILP COMPLETION REPORTS

The Kentucky Department of Education has defined grade-by-grade completion standards for students' Individual Learning Plans (ILP). You can track overall student achievement through a variety of ILP Completion Status Reports:

ILP Completion Status Snapshot – This report provides an overview of ILP completion at your school by grade.

ILP Completion Status by Student – This report is organized by student and shows you which components each student has completed. The ILP Completion Status by Student report can be exported in Excel or in text format.

Incomplete ILPs by Criteria – This report shows the number of students who have not completed each requirement. You can click on the number to see which students have not completed the selected component.

Complete ILPs by Criteria – This report shows the number of students who have completed each requirement. You can click on the number to see which students have completed the selected component.

Alternative ILP Completions Statistics – This report shows the number of students who are fulfilling the ILP requirements through alternative means.

View ILP Completion Standards – You can review the ILP Completion Standards at any time with this report option.

ILP REPORTS

The School ILP Administration Tool (SIAT) includes an extensive real-time reporting package to analyze all data elements collected in the ILP.

ILP Reports

You can view data on students' career and education exploration and development, including the careers and schools students have saved to their ILP, career cluster selections, advisement activities, goals and plans, and activities and experiences. From each aggregate report, you can view the individual student data for the selected report.

Reports can be customized to report on a specific group of students based on a variety of criteria, including demographic information, grade, and assigned advisor.

MASS PRINT OPTIONS

The Mass Print Options section allows you to print desired information for all students or a group of students. The available mass print options include:

- Students' complete ILPs or sections of their ILPs
- Students' Education Plans
- Resumes
- Career Matchmaker Results
- GSSPs (Gifted Student Service Plans)

Choose the documents that you would like to print, and then select the group of students whose information you would like to print.

VIEW USAGE STATISTICS

This feature allows you to view your site's usage statistics broken down by time period and by site sections, such as Matchmaker, Careers, or Schools.

HELPFUL DOCUMENTS

A variety of resources for career advisors and teachers is available in the Helpful Documents of the School ILP Administration Tool (SIAT), including:

- Career Cruising User's Guide
- School ILP Administration Tool (SIAT) User's Guide
- Documents outlining key features of the ILP and SIAT
- Parent/Guardian ILP Account Management document
- Career Cruising Classroom Activities
- ILP Activities
- Green Careers Activity package
- Guided Tour for Career Cruising
- Documents to help introduce the ILP and Career Cruising to parents and guardians
- Access Cards to help distribute ILP access information
- Using Career Cruising with Transitions Students
- Recorded training sessions and tutorials

ONLINE HELP

You can click on the icon in the right corner of the header bar near the top of the page to access comprehensive online help files.